

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS-035

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
2. UNIT NAME AND CITY LOCATED Emergency Medical Services Division	3. CLASS TITLE Health Program Specialist I
4. WORKING HOURS/SCHEDULE TO BE WORKED Flexible 8 a.m. to 5 p.m. Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-800-8338-00x

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the EMS Systems Division Chief, the incumbent serves as the Emergency Medical Services (EMS) Data Systems and Quality Improvement (QI) Program Coordinator. This position requires a highly skilled, technical program consultant who coordinates and develops broad EMS policy in consultation with multiple departments. The position requires specific knowledge of emergency medical services, the collection and analysis of EMS, trauma and hospital data and the coordination of EMS Quality Improvement activities and is responsible for the following duties:

9. Percentage of time performing duties 10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

30%	ESSENTIAL FUNCTIONS The EMS Data Systems/QI Coordinator provides professional consultation and technical assistance to local EMS agencies (LEMSAs), public and private EMS providers, public safety agencies, other State departments (including Department of Public Health Licensing and Certification and Maternal Child Health divisions) and various committees on implementation of the California EMS Information System (CEMSIS) and QI Program in accordance with Health and Safety Code and CCR Title 22. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, S.A.M., using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools. In order to provide program leadership in implementing CEMSIS and to provide consultation services for system maintenance and enhancement the incumbent: <ul style="list-style-type: none"> Provides education on the components of CEMSIS by coordinating and teaching classes for EMS personnel, at the EMS provider and LEMSA level. Classes will be held throughout the state utilizing a Power Point Program for the presentations.
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Bonnie Sinz	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

GS 907T (REV. 1/98)

EMERGENCY MEDICAL SERVICES AUTHORITY

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<p>ESSENTIAL FUNCTIONS (Cont)</p> <ul style="list-style-type: none"> ○ Manages arrangements and logistics including ensuring facilities are contracted for, program and budget are accounted for by tracking income and expenses utilizing Excel spreadsheet). • Develops work plans that include site visits by working with local provider agency EMS Coordinators, Local EMS Agency (LEMSA) EMS Coordinators by identifying barriers to CEMSIS implementation and provide suggestions for system enhancement where appropriate. <ul style="list-style-type: none"> ○ Works with local and EMSA IT staff to ensure data collection and transfer methods are successful. ○ Conducts site visits and provides expert program advice to LEMSAs on local data collection. • Reviews CEMSIS by analyzing data for accuracy and provides feedback to EMSA IT staff for possible program revisions. • Provides varied research and statistical work focusing at a minimum on financial, resource, demographic, and geographic data utilizing CEMSIS. • Generates QI indicators as CEMSIS is populated with local EMS and hospital data, analyzing data for accuracy and need for possible programming changes. • Generates reports quarterly (at a minimum) and presents data verbally, in-person and in written form from CEMSIS on the Systems for EMS constituents, state agencies and legislature. • Provides consultation services for other State departments related to the matching of EMS data with Vital Statistics, California Highway Patrol data (SWITRS), and emergency department/discharge data from OSHPD. • Provides technical consultation for the national data collection program (NEMSIS) sponsored by the National Highway Traffic Safety Administration (NHTSA) for the addition of California data from CEMSIS. • Provides technical consultation with the National EMS for Children Data Analysis Research Center based at the University of Utah under contract with NHTSA. <p>In order to develop and implement the State EMS Authority Quality Improvement Program:</p> <ul style="list-style-type: none"> ▪ Provides expert consultation services for the Director of the EMS Authority in the development of a QI Program for the department. ▪ Leads an EMS QI Team at the EMS Authority by chairing periodic meetings with Division representatives. ▪ In partnership with the EMSA QI Team, writes the preliminary draft of the State EMS QI Program utilizing Word software. <ul style="list-style-type: none"> ○ Arranges periodic meetings utilizing e-mail correspondence with Team to write and revise preliminary draft. ▪ Chairs the State EMS QI Technical Advisory Committee to review the preliminary draft of the State Plan and provides input to the EMSA QI Team. <ul style="list-style-type: none"> ○ Arranges periodic meetings utilizing e-mail correspondence with the Committee and Team. ○ Provides a public comment period for EMS constituents for the review of the final draft of the EMS QI Plan utilizing knowledge of the Regulations process and using the US mail, e-mail and fax to provide constituents with the draft and the ability to provide comments.

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EMERGENCY MEDICAL SERVICES AUTHORITY

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<div data-bbox="159 648 224 684">25%</div> <div data-bbox="159 1119 224 1155">10%</div> <div data-bbox="159 1318 224 1354">5%</div>	<div data-bbox="336 285 777 331"> ESSENTIAL FUNCTIONS (Cont) </div> <div data-bbox="336 340 1500 621"> <ul style="list-style-type: none"> ▪ Finalizes the Plan by obtaining input from the EMS QI Team, State EMS QI Technical Advisory Committee and the Commission on EMS and communicating via US mail, e-mail or fax and convening meetings as necessary. <ul style="list-style-type: none"> ○ Presents the State QI Plan to the EMS Commission, in-person using appropriate Presentation software. ▪ Chairs periodic meetings, e-mail exchange and/or conference calls with the EMS QI Team and the State EMS QI Technical Advisory Committee to assist the individual Program Coordinators in the implementation of the State EMS QI Plan. </div> <div data-bbox="336 648 1500 1056"> <p>In order to assist LEMSAs in the development and implementation of an EMS Quality Improvement Program at the local level in accordance with CCR Title 22 and local needs:</p> <ul style="list-style-type: none"> ▪ Provides expert consultation services to the LEMSA's on the development of local QI Programs in accordance with Title 22. ▪ Provides presentations to LEMSAs and EMS Provider Agencies on QI principles referred in Title 22 utilizing program knowledge and appropriate software. ▪ Reviews submitted local EMS QI Plans and provide input for further development and recommends approval to the EMSA Director as appropriate. ▪ Provides review of local EMS QI issues when presented to the State EMS QI Technical Advisory Committee by convening Advisory Committee for discussion of issue, and ensuring continued correspondence Committee and local EMS agency submitting QI issue through US mail, e-mail or fax </div> <div data-bbox="336 1110 1500 1253"> <ul style="list-style-type: none"> ▪ Prepares issue papers for the EMS Commission providing updates on EMS data and QI Program activities. ▪ Prepares bill analysis on bills related to the EMS Data and/or QI program issues making recommendations to management on support or opposition positions. </div> <div data-bbox="336 1281 673 1318"> MARGINAL FUNCTIONS </div> <div data-bbox="336 1318 1500 1390"> <p>Makes presentations to management, federal and local government agencies and other officials on EMS Data/QI Program activities using the appropriate software.</p> </div> <div data-bbox="336 1409 755 1444"> KNOWLEDGE AND ABILITIES </div> <div data-bbox="336 1444 1500 1887"> <p>Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.</p> </div> <div data-bbox="336 1934 1500 2024"> <p>Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs;</p> </div>

analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Research experience using statistical analysis from multiple data resources
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office
- Present self professionally
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to consistently exercise good judgment and effective communication skills
- Ability to use a computer